

(Complete one cost proposal for each Service Area)

**Service Area Number:** \_\_\_\_\_

Justification:

**FAMILY VIOLENCE PREVENTION, SHELTER, AND RELATED SERVICES  
CATEGORY B - CONTRACTS AND CONSULTANTS**

**Service Area Number:** \_\_\_\_\_

Applicant:	
<b>Contract or Consultant</b>	<b>Total Cost</b>
<b>TOTAL CONSULTANT AND CONTRACT SERVICES</b>	

Justification:

**FAMILY VIOLENCE PREVENTION, SHELTER, AND RELATED SERVICES  
CATEGORY C - OPERATIONS**

**Service Area Number:** \_\_\_\_\_

Applicant:	
<b>Operating Expenses by Category</b>	<b>Total Cost</b>
Postage	
Communication costs (telephone, local/long distance, electronic communication)	
Hotline	
Equipment expense	
Publications/printing	
Copying	
Dues/subscriptions, includes Membership Dues	
Utilities	
Rental expenses (not shelter related)	
Repair/maintenance (not shelter related)	
Office supplies	
Conference/Training (staff)	
Insurance	
Organization furnished automobile	
Legal services expenses	
Accounting/auditing expenses	
Janitorial/security expenses	
Other operating expenses	
<b>TOTAL OPERATING COSTS</b>	

Justification:

**FAMILY VIOLENCE PREVENTION, SHELTER, AND RELATED SERVICES  
CATEGORY D  
TRAVEL**

**Service Area Number:** \_\_\_\_\_

Applicant:	
<b>Travel Expenses</b>	<b>Total Cost</b>
Lodging	
Meals	
Commercial transportation (taxi, bus, airline)	
Agency owned transportation (# of miles multiplied by rate)	
Personal vehicle mileage (# of miles multiplied by rate)	
Miscellaneous travel expense	
<b>TOTAL TRAVEL EXPENSES</b>	

Justification:

**FAMILY VIOLENCE PREVENTION, SHELTER, AND RELATED SERVICES**  
**CATEGORY E**  
**Client Services**

**Service Area Number:** \_\_\_\_\_

Applicant:	
<b>Client Services</b>	<b>Total Cost</b>
Transportation – taxi, bus, airline vouchers	
Shelter – Rent, Utilities, Maintenance and Repairs	
Shelter - Food	
Shelter - Supplies	
Motel/Hotel Vouchers	
Emergency vouchers for food, gas, clothing.	
<b>TOTAL CLIENT SERVICES EXPENSES</b>	

Justification: